

SUPPLEMENTAL INSTRUCTIONS
FOR
SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS
SF 294

GENERAL INSTRUCTIONS:

This report shall be submitted semi-annually along with your SF 295, Summary Subcontract Report, and upon contract completion. The due date is 22 calendar days after the end of each reporting period. For the reporting period ending March 31, the due date is April 22. For the reporting period ending September 30, the due date is October 22.

SPECIFIC INSTRUCTIONS:

1. Block 2: Insert your nine-digit Data Universal Numbering System (DUNS) number for the address in block 1. If unknown, refer to the instructions on the back of the SF 294.
2. Block 6: Should look like this: ☒ ARMY-COE
3. Block 7: If you are the Prime contractor check the appropriate block.
4. Block 9: Check your subcontracting plan to see if it does or does not include indirect costs. It is rare if it does.
5. Block 10a through 16: Your “**Current Goal**” column, both dollar values and percent should be copied from your approved subcontracting plan. This “**Current Goal**” column will not change unless you have received a modification to your contract.
6. Under the “**Actual Cumulative**” column, both dollar values and percent, should be from the beginning of your contract, regardless of fiscal year. Enter the subcontract awards from the beginning of your contract through the date checked in block 4. **NOTE:** Please compare this report with your previous SF 294. *Do not submit a report for less than the dollars previously reported in this column. It will be rejected.* Round to nearest whole dollar and percent.
7. Lines 11 through and 16 are a subcategory of the dollars shown in line 10a.
8. Block 17: You must explain why you are not achieving your subcontracting goals.
9. Distribution: Send the original SF 294 to:

Seattle District Corps of Engineers
ATTN: CENWS-CT (SADBU)
PO Box 3755
Seattle, WA 98124-3755

No other distribution is required.

